

Statement of Deficiencies

5305-D: Department of Health

Not Met

Approval Date : na

Findings/Corrections

5305.D. The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services. Last inspection/approval date was 1/21/04--more than one year ago.

5305-H: Children's Daily Attendance

Not Met

Findings/Corrections

5305.H. The Provider lacked documentation of a daily attendance record for children that included the time of arrival and departure of each child and the name of the person to whom the child was released .

Many entries showed Mom or Dad instead of the actual name of the person to whom the child was released.

This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

5305-I: Staff Attendance

Not Met

Findings/Corrections

5305.I. The Provider did not maintain accurate documentation of a daily attendance record for staff, including the director/owner, to include the time of arrival and departure. Owner/director fails to sign in and out. Also, cook/driver was not present when specialist arrived and had not signed out to go grocery shopping.

Staff shall document their time in/out when not on the child care premises.

5307-A.4: Transportation Permission

Not Met

Findings/Corrections

5307.A.4. Records of [4] of [6] children who were being transported to and from school did not contain signed agreements between the Provider and the parent to transport children. The authorization for daily trip shall include the name of the child, type of service (to and from school), parent's signature and date.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for 7 staff.

Note: an afterschool teacher/substitute has 30 days to obtain hers.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 9 staff . Documentation of submission [was] available for only 8 staff--mailed 2/28/05. The ninth staff 's request has not been mailed.

Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

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5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that 8 staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that any staff who have worked more than one year have annually reviewed the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5312-D: Continuing Education

Not Met

Findings/Corrections

5312.D.1. There was no documentation that paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

5319-D: Posted Menu

Not Met

Findings/Corrections

5319.D. The current posted weekly menu failed to list specific food items served for meals and snacks. Menu listed fruit and vegetables instead of the specific fruit or vegetable served.

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5319-J: Daily Report for Infants

Not Met

Findings/Corrections

5319.J. The daily written report for infants was incomplete as the form used by the center listed only the diaper changes during the day. It did not document the other required information.

The report shall include liquid intake, food intake, child's disposition, bowel movements, eating and sleeping patterns.

5327-O: Fire Drills

Not Met

Findings/Corrections

5327.O. The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day. Documentation shall include:

- Date and time of drill;
- Number of children present;
- Amount of time to evacuate the center;
- Problems noted during drill and corrections noted;
- Signatures (no initials) of staff present.

Note: only one fire drill was documented for the anniversary year. It was held in May 2004.

5327-P: Visual Check of Center

Not Met

Findings/Corrections

5327.P. The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center. No documentation has been done since July 2004.

5331-J: Safety Inspection

Not Met

Findings/Corrections

5331.J. The vehicle did not have evidence of a current safety inspection. Inspection expired [10/04].